



**Alaska Workforce Investment Board
Department of Labor & Workforce Development**

**DRAFT Executive Committee Minutes
December 9, 2003**

Roll Call

Alice Galvin, Andy Baker, Kris Forrester, Mona McAleese, Colleen Ward, Rose Ellis, Neal Foster, Wendy Redman, Gene Kane, Chris Hayes

Staff: Kitty Farnham, Patrice Parker, John Mayer, Patti Swenson, Bill Kramer
(DOLWD's UI office)

Guests: Sherry Modrow of Information Insights

Agenda

The Vocational Education discussion was moved to the front of the agenda. The agenda was approved with that change.

Minutes

The November 18, 2003 minutes were approved.

Vocational Education Work Products

The committee discussed *the Vocational Education and Training Providers Self-Evaluation* document. Information Insights was asked to take the policy framework from the Blueprint so it could be used with all contractors who apply for grant funds. It will be part of the evaluation process, aligned with the Blueprint. It won't add a great deal of data collection to the process; it will use information that institutions are already working with and put it in the framework of the Blueprint. It's in narrative form now but will be put into a table format.

Ms. Ward had several questions and comments on the document:

Guiding Principle 2, No. 1 – why is the phrase qualified by “when available?” Answer - this information isn't always available from the smaller institutions. No. 4. She thinks “what percentage of your institution's student population is from a rural area” needs a comparative value to make the information valuable – a companion variable.

Guiding Principle 3, No. 3. There is no statewide protocol yet to determine skill sets because we haven't built the capacity yet, so institutions aren't prepared to answer. It goes along with resolution 02-15, regarding National Skill Standards. We need to build capacity before it can be useful.

Guiding Principle 4, Ms. Ward suggested addressing accreditation status of the institution. Mr. Baker suggested adding “at the present time.”

Guiding Principle 5, No. 2 she suggested adding “[slash] post-secondary institutions” after “local school district.”

Guiding Principle 6, No. 2. The articulated agreement question seems redundant. Ms. Modrow agreed, noting that there are several places where they ask the same question, responding to different sections of the Blueprint. We may want to ask for a response to Blueprint section 1.2, for instance. Then we can get rid of the Blueprint references within the body of the document. No. 6 - We need more questions to determine sustainability, such as what are their basic funding sources, what is the anticipated duration of that funding, and what is the strategy of the institution for maintaining sustainability. Mr. Mayer said he recommended moving toward a balance sheet funding statement because that would show their financial stability. It’s what ACPE does to determine financial stability. Ms. Farnham pointed out that the Denali Commission has defined “sustainability,” and it may be useful to use in this document.

Several questions were posed as to how the self-evaluation will be used. Ms. Farnham explained that we said the Blueprint is important and we want to make organizations understand what applying it means, and the investors want to know we’re moving in that direction. Now that we have the tool, we have to decide whether we want to set it at the institution, campus or program level. Self-assessment may be a starting point, and we might move into something like peer feedback if we come into significant additional funds. It goes further than compliance work, into accountability, accessibility and other principles of the Blueprint. **The Workforce Readiness Committee was given an assignment to do further thinking on how it will be used. The Chair asked committee members to review the self-evaluation more carefully and send comments by e-mail to Sherry Modrow at smodrow@infoinsights.com or call her at 907/450-2455.**

Mary Lou Madden finished the draft Voc Ed Status Report and it is available on our website. The VTEP group put together two other products, *Seamless Education for Alaskans* and *Principles of Tech Prep*. The Workforce Readiness Committee has reviewed them and recommends them for endorsement. The documents define seamless education and tech prep, something that would be useful to the University and other training providers. The third document is a working tool so people are using the same Voc Ed language.

Colleen Ward made a MOTION that AWIB grants conceptual endorsement to the *Seamless Education for Alaskans* and *Principles of Tech Prep* documents. Kris Forrester noted that on page one of *Seamless Education for Alaskans* a few examples of alignment of systems are offered, but most of the examples are from the University and school districts. She offered a friendly amendment to add other examples, such as Apprenticeship, Job Corps, AVTEC, and Charter College, to show a broader variety of

systems. Mona McAleese seconded the motion. **The MOTION carried with no objections.**

Kris Forrester will carry it forward to ACPE, because they've been asking for clarification on seamless education. We'll feature it in the next AWIB Review, and Workforce Readiness Committee will discuss a more extensive communications plan relevant to the documents.

Tech Prep and Dual Credit Terms is a supporting document. Ms. Redman said that some of those terms would be extraordinarily helpful to include in the other documents, so please keep that in mind when the communications plan is worked out.

Ms. Galvin suggested producing a brochure on the subject of Tech Prep similar to one AWIB did in the '90s on Apprenticeship could be one marketing strategy.

WIA Annual Report

Mona McAleese made a MOTION to accept **Resolution 04-04**, approving the WIA Title 1-B Annual Report PY 2002, as submitted on December 1, 2003. Colleen Ward seconded the motion. **The MOTION carried with no objections.**

VTEP Proposal – Funding Initiative

Colleen Ward explained that the Vocational and Technical Education Providers group wants to take the funding proposal to Senator Stevens' office this month and ask for feedback to see if they're headed in the right direction. They also want AWIB's support. The Workforce Readiness Committee has had two meetings to discuss the proposal. The committee, with a degree of reservation, agrees that VTEP should have the conversation with Stevens' office, present the proposal as a draft, and get feedback. The committee asked for a few changes to the proposal, but the VTEP hasn't met yet so we haven't been able to share them. The major change proposed is that AWIB shouldn't give up control and system oversight to a nonprofit entity that could accept funding from Stevens or whomever. The committee suggested that at least half of the board members of this nonprofit be crossover AWIB members.

Another consideration is that AWIB itself has thought of creating a nonprofit. VTEP recognizes this but they don't believe AWIB can move fast enough for the current funding cycle. They'd like to work closely in partnership with AWIB, and would like AWIB to go with them to initial meeting with Senator Stevens to show we are doing this in partnership. Ms. Swenson said the Workforce Readiness minutes reflect that Randy Hughey explained that they had stripped the request for the TVEP money out of the original proposal. Ms. Ward concurred. The Workforce Readiness Committee recommended endorsement of the proposal with the understanding that AWIB members be cross-members.

Ms. Redman said her problem with it is that this is what AWIB should be doing. This is an ad-hoc group usurping the role and responsibility of AWIB and they're doing what she's always hoped the AWIB would do. If this satisfies a short-term need to provide

and create a shell to receive money, she doesn't have a problem with it. But in the long term, if AWIB is too political, there are ways we can look at pulling AWIB away from government. There may be other transmittal or communications problems that we could work out with the Governor or Commissioner. If we need a more direct link, maybe we can work on that problem. VTEP is moving in to solve a problem but it won't fix it in the long run.

Ms. Farnham added that as a funding funnel, AWIB is already able to be a funnel for federal monies. The reason for seeking 501(c)(3) status is to bring in private funding. Florida has done this, and the Policy & Planning Committee decided in their Friday meeting on strategic planning that they would assess the merits of a non-governmental incorporated board, and include in that a 501(c)(3) designation. If this proposal is about a funding initiative from the federal government, the AWIB is able to receive that right now.

Ms. Galvin supports the VTEP group to proceed with their proposal and exploratory conversation with Senator Stevens and maintain strong linkage with the AWIB.

Kris Forrester said she thought that although we might look at it as a short-term fix, she believes VTEP wants it for the long-term. It's a conversation we should have up front instead of afterwards. The issue is about adequately funding the vocational education system in Alaska, supporting and funding institutions that exist to ensure quality and connectivity and only funding where it is needed and where there is sustainability.

The committee decided there were four options:

1. Draft a note reflecting conversation, describing what we support and don't support in the funding proposal;
2. Meet with the group and work on more acceptable proposal;
3. Meet and present a counter-offer;
4. Support the proposal unconditionally.

The committee recommended that Ms. Farnham, Ms. Ward and other board members take this conversation back to the VTEP and throw the ideas out on the table; let them know that we do support a conversation with Sen. Stevens and that we want to go in partnership with them to hear what Senator Stevens or his staff is thinking. Then the committee should schedule another meeting to further decide where it wants to go.

Kris Forrester agreed, and added that whatever we do we need to build a long-term sustainable system. We don't have a connected system, or alignment of standards, protocols, processes and procedures. Once you've identified this system, funding would go into the identified gaps.

The Chair asked that the discussion be summarized and sent out so they have discussion points.

Limits & Duration's of Support Services

Resolution 04-03. The AWIB is both the state and local board, and as such we need to put limits and duration's on some of the services provided to individual participants in WIA-funded programs, such as support services, individual training accounts, and needs related payments. Support services include such things as travel, tools, day care while participating in training. Needs-related services would be stipends, payments to sustain your family while you get training. Essentially this directs the Director of Business Partnerships to create a threshold level on funds. There are no limits now. This resolution gives the Director authority to do this.

Alice Galvin made a motion to accept **Resolution 04-03**, modified to add "at least" before "annually" in the sixth paragraph of the resolution. Colleen Ward seconded the motion. **The MOTION carries with no objections.**

The Chair reminded the committee chairs that their Strategic Planning is supposed to be completed by January 6 and submitted to Executive Committee staff.

The next board meeting is on Wednesday, April 7 in Juneau. If board members want to meet with legislators, they should come down the day before.

Resolution 04-05

The Chair had questions about the process, approval, notification, and description of the proposed ex-officio committee members' role. The committee decided to postpone the issue and resolution until the January 13 meeting when we can have the process completely spelled out, to make it easier to communicate to business people. Something crisp to give to people saying, "we'd like to have you on our committee and here's what it takes."

Ms. Ward questioned if we need a bylaw change. Ms. Farnham said she'd have staff research it, and do more thorough documentation on what members can do, how they're appointed, etc.

Resolution 04-05 was tabled.

Update on Regional Councils

Policy & Planning spent time on the regional council issue and realized the board needs to create a guideline for regions that are trying to emerge. We want it to come from regions, and some are emerging and need guidance. Ms. Farnham has drafted a process. Within a region, an existing entity should be identified that makes sense to serve as the regional council, and they should submit a short proposal to the Policy & Planning Committee who would provide feedback to ensure they have a good understanding of what we expect regional councils will do. She used the state plan for much of this information. After committee review, proposals will be submitted to the full board for discussion and endorsement at a full board meeting. No staff or money will be allocated to regional councils, although Department of Labor and Workforce Development and

AWIB staff will provide linkages and connections to them. There are three main purposes for the relationship:

1. Information sharing – make sure workforce, education and economic development information is flowing effectively between the state and region;
2. Review of outcomes for the region – getting performance information, seeing results, providing local guidance to improve outcomes.
3. Region can identify its priorities and economic development projects, and through its priority setting can enhance the resources coming to its region, focus the efforts of Job Center activities and, using the new investment strategy, apply for grants to organizations in the region.

Ms. Farnham said she would circulate the draft guidelines to the board and solicit feedback. The Policy & Planning Committee requested that we provide guidelines to regions and draft a memo to solicit membership. She asked if the Executive Committee concurred in general with the direction, including a process to receive proposals and endorse them at the board level.

Chair Galvin said that one of the more important things that we have to do is establish regional councils, and we need a separate meeting on the subject so everyone can get comfortable and weigh in on it. It's a very strategic thing we have to do, and she asked for support for a separate teleconference on it. Ms. Ward concurred, and suggested all board members be invited. **The committee decided to meet on December 22 at noon.**

The board adjourned at 1:30 p.m.